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NORTH CENTRAL DIVISION

INSTRUCTIONS FOR PREPARING THE FARM PLAN FOR
PARTICIPATION IN THE 1939 AGRICULTURAL CON-
SERVATION PROGRAM, NCR-303 AND NCR-303a

INTRODUCTION

The purpose of the Farm Plan for Participation in the 1939 Agricultural Conservation Program, NCR-303, is to encourage farmers to adopt good soil management practices and to aid them in planning their 1939 farming operations so that they may cooperate in the farm program.

Community committeemen will meet with all farmers in their communities to explain the 1939 farm program and to complete the Farm Plan for Participation for each farm.

To participate in the 1939 farm program, a farmer must sign NCR-303 not later than the closing date. Election of any options under the nonallotment provisions applicable to the farm cannot be made after that time. If there is no corn, wheat, or total soil-depleting acreage allotment, exclusive of cotton, for any farm (or if the allotment is zero) the election of the nonallotment option for such crop is automatic. By signing NCR-303 and filing it with the county committee, the farmer requests a check of performance at the proper time and indicates his intention to cooperate in the 1939 program.

If any farmer declines to give the information needed to complete NCR-303, a statement to that effect will be written across the map and dated and signed by the committeeman to whom the NCR-303 was assigned. The NCR-303 will be then filed in the county office.

PART I--PREPARATION OF NCR-303

NCR-303 will be prepared in duplicate. Section I will be prepared by clerical assistants in the county office for those farms for which an up-to-date map is available. The acreage allotments shown in the allotment line of Section II, and the conservation and price adjustment payments shown in Section III will likewise be entered in the county office.

The information regarding the 1939 land uses to be shown in Section II will be entered at the time the farmer is meeting with the committeeman to make plans for participating in the 1939 program. Any nonallotment option available for the farm and elected by the farmer will be shown in Section IV. It is important that the committeeman explain the choices which may be made, the effect of each option elected upon the payment for the farm, and upon the number of soil-building practices needed to meet the soil-building goal.

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No. 302
copied Dec 19 1938

The committeeman should emphasize that the maximum payments shown on Section III and IV of NCR-303 are approximate; that they represent a maximum payment computed for the entire farm; and that each person's share of the conservation payment earned for the farm will be increased by amounts specified in the Agricultural Adjustment Act of 1938, as set forth in NCR-301, Section II.

Any questions the farmer may have regarding the guide to the classification of crops on the back of NCR-303 and any other details about the program should be answered by the committeeman by reference to NCR-301, the 1939 Agricultural Conservation Program for the North Central Region.

Identification of Farm.—In the county office, enter in the appropriate spaces in the upper-right-hand corner of NCR-303, the State, county, and minor civil division code numbers; the farm number; and, in counties using aerial photography, any aerial enlargement number relating to the farm. Enter on the fourth line the number of acres in the farm. Enter the owner's name in the appropriate space in the upper left-hand corner. The space provided for the operator's name is for the convenience of the county committee.

Section I. Map of Farm.—In the county office, enter an outline map of the farm, in Section I of NCR-303, for each farm for which up-to-date information is available. The map need not be drawn to scale, but is to show the relative size of the fields. Since the map outline is the same size as that on NCR-217, maps copied from this form may readily be made by tracing. Entries made in Section I in the county office should be made in *red*. In preparing the map, solid lines should be used to designate permanent boundaries and double lines to designate roads and lanes. Any temporary division shown on old maps of the farm should be omitted, but temporary divisions which are applicable in 1939 should be shown with dotted lines by the committeeman at the time NCR-303 is completed. Enter the acreage in the upper right-hand corner of each field for which actual measurements have been made under an agricultural conservation program. Wherever aerial measurements are available, they should be used.

For farms, and fields in farms, for which measured acreages are not available in the county office, the farmer should provide the information at the time he meets with the committeeman to complete NCR-303. It should be stressed that the most accurate information concerning field acreages should be provided. Farmers should be informed that, in any event it will be their responsibility to stay within the acreage allotments for the farm if they wish to earn the maximum conservation payment.

When the farmer meets with the committeeman to complete NCR-303, the name of the crop to be grown in 1939, or the soil-building practice to be carried out, will be entered in each field. If different crops are planted or different soil-building practices carried out on parts of a field, the division should be shown as a temporary field boundary.

Section II. 1939 Land Use.—In the county office, enter in the appropriate column head the names of any special crops other than corn or wheat for which a special acreage allotment has been established. Enter in the allotment line all special crop acreage allot-

ments, the total soil-depleting acreage allotment, and the soil-building goal (Item 16 (c), NCR-303a) for the farm.

Section II will be completed at the time the farmer meets with the committeeman. After the names of the 1939 crops and soil-building practices have been entered in the fields of the farm map, the acreages of each crop and practice will be entered in the appropriate columns of the table.

The acreages of the different fields devoted to each special crop and to general crops will be entered on separate lines in the appropriate columns so that totals may conveniently be determined and compared with the allotments established for the farm. Column (8) will be used for the acreage of cropland fields devoted to nondepleting crops. The 1939 sugar beet acreage may be entered in a blank column.

Enter in column (9) the names of the soil-building practices to be carried out on the farm in 1939 (for example: "20 tons lime," or "Alfalfa seeded, 10 acres") as shown on the map of the farm. The value in units of the practice carried out on each field will be computed in soil-building units in accordance with the provisions of NCR-301 and entered in the corresponding line in column 10.

Enter in the total line the totals of columns (1), (2), (3), (4), (5), (6), (8), and (10). The entry in the total line of column (7) will be the sum of the entries in the total line for columns (1) to (6), inclusive.

Strike the entries in the allotment line of Section II for all allotments for which nonallotment options are elected in Section IV.

If the non-general-allotment option is elected, **strike** the entry showing the soil-building goal. The soil-building goal will then be increased by one unit for each \$1.50 computed for the farm at the general rate. The new soil-building goal will be obtained from column (d) of Section III of NCR-303a and entered immediately above the stricken entry.

It will be noted that the soil-building goal is not changed by electing the corn or wheat nonallotment options unless the non-general-allotment option is also elected. If the corn or wheat nonallotment option is elected, the acreage in such allotment becomes part of the general soil-depleting acreage allotment for the farm for the purpose of computing payments. Thus, the election of a corn or wheat nonallotment option will increase the soil-building goal only when the non-general-allotment option is also elected.

When the soil-building goal originally entered in Section II is stricken, the new entry will be obtained from NCR-303a as follows:

- (a) Item 16 (d) if no corn or wheat option is elected.
- (b) Item 17 (d) if the corn option is elected.
- (c) Item 18 (d) if the wheat option is elected.
- (d) Item 19 (d) if both the corn and wheat options are elected.

If the entry in the total line of column (10) is less than the final soil-building goal, the farmer and committeeman should reexamine the map and add any other practices which it appears desirable to carry out.

After the farmer has decided what options, if any, he wishes to elect, the entries in the total line of Section II should be compared with the allotments in the allotment line (or with the maximum

nonallotment acreage for any nonallotment option elected). If an entry in the total line exceeds the corresponding item in the allotment line (or the maximum nonallotment acreage for any nonallotment option elected) the farmer and committeeman should again refer to the map and rearrange the 1939 land uses to conform, as nearly as is feasible, with the allotments.

Section III. Maximum Farm Payments (Approximate)—Allotment Farm.—In the county office, enter the maximum farm payments for the farm, in Section III, NCR-303. The conservation payment to be entered in item (a) of Section III will be obtained from item 16 (b) of NCR-303a. The price adjustment payment to be entered in item (b) of Section III will be obtained from item 10 (j) of NCR-303a.

The committeeman should explain to the farmer that these maximum payments will be available if none of the allotments for the farm are exceeded and the number of soil-building practices necessary to meet the soil-building goal are carried out. It should be made clear that deductions will be made from the maximum conservation payments for excess acreage of soil-depleting crops but that the entire price adjustment payment computed for any crop will be lost if the allotment for such crop is exceeded.

Section IV. Maximum Farm Payments (Approximate)—Non-allotment Options.—Entries will be made in this section only when one or more of the nonallotment options is available to the farm and elected by the farmer. The non-corn-allotment option is available if the corn acreage allotment is 8 acres or less. The non-wheat-allotment option is available if the wheat acreage allotment is 8 acres or less. The non-general-allotment option is available if the total soil-depleting acreage allotment, exclusive of cotton, is 20 acres or less.

Any available nonallotment provision will apply to the farm only if determination of performance under these provisions is requested by the producer in Section IV of NCR-303. The nonallotment provisions offer the farmer with a small allotment the opportunity to cooperate fully in the program without deductions from other payments for the farm, by carrying out an additional number of soil-building practices, while growing an additional acreage of food and feed crops for his own family and workstock. If a corn or wheat nonallotment option is elected and the allotment exceeded, no price adjustment payment or commodity loan on the crop will be available for the farm. If a wheat or corn nonallotment option is elected, payments on the allotment for which the option is elected will be computed at the general rate in determining the maximum payment for the farm.

The name of the crops for which options are available to the farm and are elected by the farmer will be entered in the space provided in Section IV. If the word "Corn" has been entered, the entry in item (a) of Section IV, will be obtained from item 17 (b) of NCR-303a and the entry in item (b) will be obtained from footnote 9 (b) of Section I of NCR-303a. If the word "Wheat" is entered, the entry for item (a) will be obtained from item 18 (b) of NCR-303a and the entry for item (b) will be obtained from footnote 9 (a) of Section I of NCR-303a. If both corn and wheat are entered, the entry for item (a) will be obtained from item 19 (b) of NCR-303a and the

entry for item (b) will be obtained from footnote 9 (c) of Section I of NCR-303a.

If any entry is made in Section IV the entries in Section III will not be applicable and are to be **stricken**.

Section V.—After Sections I to IV have been completed and all desirable comparisons and revisions made in the entries, the operator(s) and where practicable, the owner(s) of the farm will sign in the appropriate spaces. The date will be entered on the appropriate line. The committeeman will then sign in the appropriate space in the presence of the farmer.

The duplicate NCR-303 will then be separated from the original and given to the farmer as his record of his Farm Plan for Participation in the 1939 Agricultural Conservation Program and his 1939 land uses. The original will be returned to the county office to be filed.

PART II.—EXECUTION OF NCR-303a

NCR-303a is to be prepared in the county office, in order that the maximum payment for the farm shown on NCR-303 may be entered before the committeeman meets with the farmer for the purpose of completing NCR-303.

The entries necessary to identify NCR-303a and to compute the maximum payment for the farm should be made at the same time as the soil-depleting acreage allotments and yields are being entered on NCR-312. The comparable entries on NCR-303a and NCR-312 should be made by three clerical assistants working together. The first clerk will read the data from the listing sheets, the second clerk will enter the data on NCR-312, and the third clerk will enter the data on NCR-303a.

Clerks making entries and computations on NCR-303a will enter a check mark or a dash in each space for which there is no applicable entry.

I. Instructions to Entry Clerks

1. Enter the State and county code on the first line in the upper right-hand corner of the form. Enter the minor civil division and farm number on the second line, the aerial photo number on the third line and the number of acres in the farm on the fourth line. Enter the owner's name in the space provided in the upper left-hand corner. The space for the operator's name is for the convenience of the county committee.

2. Enter in Section II, item 11 (b) the acreage of cropland obtained from column (5) or (6), as the case may be, of NCR-309.

3. Make entries in Section I from NCR-309 as follows:

- a. Obtain the entry for 3 (j) from column (15) or (16), as the case may be.
- b. Obtain the entry for 1 (g) from column (22).
- c. Obtain the entry for 3 (h) from column (30) or (31), as the case may be.
- d. Obtain the entry for 1 (h) from column (37).
- e. Obtain the entry for 3 (i) from column (39).
- f. Obtain the entry for 1 (i) from column (40).
- g. Obtain the entry for 3 (b) from column (48).

i. Column (j)—Total—Continued

- (7) Obtain the entry for footnote 9 (a) by adding 10 (c) and 10 (h).
- (8) Obtain the entry for footnote 9 (b) by adding 10 (c) and 10 (i).
- (9) Obtain the entry for footnote 9 (c) from 10 (c).

2. Make computations with respect to Section II as follows:

- a.* Obtain 11 (c) by subtracting from 11 (b) the entry in 3 (j) and multiplying the difference by 0.50.
- b.* Obtain 12 (c) by multiplying 12 (b) by 0.70.
- c.* Obtain 13 (c) by multiplying 13 (b) by 2.00.
- d.* Obtain 14 (c) by multiplying 14 (b) by the rate of payment per acre for the noncrop open pasture land in the county.
- e.* Obtain 15 (c) by adding 11 (c), 12 (c), 13 (c), and 14 (c).

3. Make computations with respect to Section III as follows:

- a.* Obtain 16 (b) by adding 4 (j) and 15 (c).
- b.* If there is an entry in 5 (j), obtain 17 (b) by adding 5 (j) and 15 (c); otherwise enter a check mark.
- c.* If there is an entry in 6 (j), obtain 18 (b) by adding 6 (j) and 15 (c); otherwise enter a check mark.
- d.* If there is an entry in 7 (j), obtain 19 (b) by adding 7 (j) and 15 (c); otherwise enter a check mark.
- e.* Obtain 16 (c), 17 (c), 18 (c), and 19 (c) by multiplying 15 (c) by 0.667.
- f.* If the entry in 3 (j) minus any entry in 3 (c) is more than 20, enter a check mark in 16 (d), 17 (d), 18 (d), and 19 (d), otherwise:
 - (1) Obtain 16 (d) by adding 4 (g) and 15 (c) and multiplying such sum by 0.667.
 - (2) Obtain 17 (d) by adding 4 (g), 5 (h), and 15 (c) and multiplying such sum by 0.667.
 - (3) Obtain 18 (d) by adding 4 (g), 6 (i), and 15 (c) and multiplying such sum by 0.667.
 - (4) Obtain 19 (d) by adding 4 (g), 7 (h), 7 (i), and 15 (c) and multiplying such sum by 0.667.